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United University Professions
Albany Chapter

Attendance: (M) Brian Selchick, Joanne Bocchino, Bill Hedberg
(L) Greta Petry, Paul Stasi, Aaron Major, Zakhar Berkovich, Anne Wolfe, Maureen Seidel

Labor-Management Notes
February 26, 2020

1. New Strategic Enrollment Plan and on-line education: We are requesting information and clarification regarding the new enrollment targets released as a part of the announced Strategic Enrollment Management Plan 2019-2023. The SEM Plan calls for a significant expansion of on-line education, including 12 new fully on-line programs, nearly 2,200 new undergraduate and masters students enrolled in fully on-line programs and nearly 100 additional faculty teaching on-line.
    a. What are the 12 new programs that are in development?
    b. What is the current composition of instructors teaching in fully on-line programs (i.e. how many of the courses are taught by graduate students, part-time contingent faculty, full-time lecturers, and full-time tenure line faculty).
    c. Will new faculty be hired to teach on-line or will existing faculty be required to teach in new on-line programs?
    d. How many full-time, tenure-line faculty does the University expect to hire to staff the new on-line offerings?
    e. What resources are available to assist faculty and academic departments seeking to develop on-line programs and to provide assistance with individual courses?
    f. What steps will be taken to ensure that academic faculty, and the faculty senate, retain their exclusive right to oversee the development of the curriculum for all these new programs?

    - *The Provost will attend Labor-Management Meeting on March 30. The item is tabled until then.*

2. Campus implementation of the compression / inversion salary money. We are seeking the campus's feedback regarding member questions or concerns that have come to HR regarding the payment of compression/inversion and DSI money. Approximately how many questions and concerns have been brought forward and what is their general nature?

    - *Very few inquiries come to OHRM and UUP chapter. Specific questions focus on when the money will be added to the paycheck.*
    - *On UUP state-wide level there is an intake form that solicits feedback about process.*
        - *The majority of the issues are focused on the data that was imputed by campuses. UAlbany's data seems to be in good shape and no comments from UAlbany went to UUP state-wide.*
    - *The communication regarding the processes seems to be pretty well coordinated. The messaging went out by Aaron and some by the HR.*

3. Proper maintenance of handicap parking spaces from snow and ice. We have heard concerns from members that accessible parking spaces are not being maintained in accordance with ADA requirements. Members report spaces being "plowed in" and the designated loading/unloading space (the blue diagonal lines) not being properly cleared of snow and ice. We attach photos of recent examples for your reference. Members also report that sidewalks and walkways are not being properly cleared and sanded/salted. Members also report raising these issues repeatedly with facilities, but the problems persist. What steps does the campus take to ensure that's management of parking and walking spaces are properly managed, both to be in compliance with the ADA and for general safety? When hazards are discovered, how can they be addressed in a timely manner?

    - *Facilities and Parking Management are now aware of the issue. Currently UAlbany has more handicapped parking locations then minimum required to have.*
    - *There is a customer service phone number (518-442-3480) that members are recommended to contact.*
    - *Facilities have a plan that they are working on implementing to support compliance with ADA as well as ways to make our campus friendly for people with different abilities. However, the information is limited and could/should be published more widely. Maybe it would be beneficial to have a collaborative communication from HR and Facilities to go out to members.*

4. The absorption of the School of Criminal Justice into Rockefeller College: We are seeking information regarding the recently announced decision to absorb the School of Criminal Justice into Rockefeller College. What is the reason for this change? If it is a cost savings measure, how with those savings be realized and how much money is anticipated to be saved? Why weren't the faculty of School of Criminal Justice, nor the Faculty Senate, consulted before this decision was made? Will the current SCJ procedures for promotion and continuing appointment be utilized and if so, how? Or will new procedures need to be negotiated because of this institution change?

    - *The Provost will attend Labor-Management Meeting on March 30. The item is tabled until then.*

5. Revised International Travel Policy: We thank the campus for sharing its revised International Travel Policy. While we continue to review the document, and may have more questions at the time of our schedule meeting, so far we have the following:
    a. The BRIT form is not attached to the policy.
    b. The staffing capacity in the CIEGS to process and maintain all of the travel forms.
    c. It seems also like we will be increasing the paper flow, is it possible to have an online form that can be processed electronically. It will also, most likely, be easier to track and will not require clerical staff to type in the information. It is clear that our colleagues from East Campus and even Downtown will be more inconvenienced by this policy as they will need to bring the forms over to CIEGS.
    d. If the BRIT remains in paper form, will faculty, staff, volunteers be released and compensated for the time to travel to submit the form?
    e. If ultimately, the faculty, staff, volunteers will be required to assume the risk, why should there be a process of approval?
    f. The U.S. Department of State has been putting many countries on alert, where threats may be minimal, but to protect themselves from liability they are raising the threat level. While there are only 28 countries at level 4 and level 3, it seems that with current US foreign policy, that number may increase higher. For

example, China is now coded as level 3, but the province where the virus is located is quite far from other provinces. Being that there are many programs that are developed with this specific country, is it appropriate to utilize such rating?

g. What are the criteria that will be used to review and approve the proposed travel? Is there a rubric? Or the process is mainly will be "rubber stamping" the request?
h. Point 6 of the policy seems very strong. It allows the University to withdraw authorization for no reason, and while the travel is already underway (and funded). It seems that valid reasons must be included to withdraw authorization and the ability to withdraw authorization should end sometime before the proposed travel begins.
i. Will the Insurance cost be reimbursable, if funds of the traveler are available?

- *There are changes that are being made to the policy. The form is becoming electronic, the approvals for areas 1-3 will no longer be needed. Appeals for level 4 waivers will need to go to CIEGS.*
- *SUNY wanted to have these types of policy in place for a while. UAlbany does not have this type of policy, yet.*
- *If funds are available, they will be available for reimbursement.*
- *Is there an appeals process if the travel approval was denied? Recommendation will be to bring the appeal to the Vice Provost for International Affairs.*

6. <u>Review of university administration:</u> Several years ago the campus took steps towards what was to become a regular, systematic review of senior administration. Our memory is that one administrator was reviewed as part of a pilot of this process, but the results were never released, and further developing the review process was put on hold. Given that the campus has repeatedly insisted on the importance of regular, systematic review of its teaching and professional faculty, regular, systematic review of senior administration by the campus community is warranted. Will the campus develop, and implement, this review process?
    - *A pilot program is no longer in place for the MCs. The campus is committed to 100% compliance with the evaluation and performance programs.*
    - *The performance programs are in place for Deans and VP's. They are similar to the ones that are designed for professional faculty. The evaluation is done based on the metrics that are noted in the performance program.*
    - *The president is committed to the timely process and reviews.*
    - *Mr. Selchick noted that his office is open for conversation about supervisors, etc. HR office launched exit interview process for employees. External firm is contracted to facilitate these. HR is not able to track some of the transfers so it would be interesting to see the reasons for internal transfers. It is recommended that external email should be placed on file in order to get the requests out – this is especially important for retirees.*

Additional Comments:

- *Thank you to Bill and the Office of Provost for the Dresher Award. The are 11 applications that UAlbany delivered. The SUNY-wide committee will be looking at potentially broaden the requirements for the Dresher Award.*
- *Mr. Selchick & Ms. Petry had a productive meeting with libraries. They have learned a lot about the mentoring program and some good ideas are being worked on.*

- *Conceptual Relationship Policy FAQs are currently posted on the HR's webpage. Members with questions may reach out to Mr. Selchick*
- *Promotion path for the non-tenured faculty is to be developed*